

3 October 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-2-6

SUBJECT : Trial Period Requirement for Staff Personnel

REFERENCES: (a) OPM No. 20-2-2, dtd 15 Oct 69, same subj.
(b) [redacted] dtd 14 Mar 75, Subj: Implementation of
Single Ceiling Control
(c) OPM No. 20-2-5, dtd 30 Jun 75, Subj: Guidelines for
Implementation of Single Ceiling Count

1. Reference (a) states that prior service with the Agency may be credited towards the trial period of employment required [redacted] for career and reserve staff employees. It has been determined that under this provision service in a contract status may be considered for credit towards the trial year.

2. Staff Personnel Division has the authority to authorize the credit if the individual's former Agency contract employment was in the same type of work as the new staff position. Other cases where it is desired to credit prior Agency contract experience will be referred to the Director of Personnel for determination.

3. When it is believed an individual's contract service satisfies the trial period requirement, a memorandum relating the staff position duties and responsibilities to the contract assignment will be prepared for the Director of Personnel and forwarded with the Form 1152. The memorandum will be coordinated with Chief, Contract Personnel Division and routed via Chief, Staff Personnel Division. The Remarks section of Form 1152 should be appropriately documented to reflect the credited time.

[redacted]
F. W. M. Janney
Director of Personnel

OPM 7-75

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